

Online Alcohol License Renewal Information

Q. What hours may I complete and submit my alcohol renewal online?

A. You may complete and submit anytime. However, if your payment is submitted after 3:00 p.m., it will not post to your account until the following business day.

Q. Who can complete an alcohol renewal application online?

A. The agent and/or owner of the business may complete the renewal application. You must have the City assigned personal identification number (pin).

Q. May I renew my alcohol license online if the owner or officers, business location or doing business name has changed?

A. No; please notify the Atlanta Police Permits Division (404) 546-4470 and/or the Office of Revenue (404) 330-6270. If you have any of the changes noted above

Q. May I renew my alcohol license online if the business has been sold?

A. No; alcohol licenses are not transferrable. Therefore, please advise the Atlanta Police Permits Division at 404.546.4470 for instructions. Please contact the Office of Revenue to assist with the closure of your Occupation Tax Registration Certificate (business license). The Office of Revenue may be reached at 404.330.6270

Q. May I submit my alcohol license renewal application without remitting payment?

A. No, payment must accompany renewal for compliance purposes.

Q. Will my information be secure?

A. Yes; when making your internet connection, you will connect through a Secure Socket Layer (SSL) to the Department of Finance – Alcohol License Renewal login page.

Q. I am filing electronically. How do I sign my renewal?

A. You will select the **CERTIFY** button, which will display language, attesting to the validity of your intent and verifying the information is true and correct.

Q. Am I able to save a partially completed renewal application?

A. No; you must complete the renewal process once you begin.

Q. May I change data after I have entered it?

- A. Prior to selecting the **ACCEPT** button, you may change certain fields. However, once you select **ACCEPT**, the data has been submitted to the Atlanta Police Permits Division. Please note: you must continue with the **MAKE PAYMENT** selection and remit payment to satisfy the compliance requirements set forth in the City of Atlanta Code of Ordinances.

Q. Do I need to mail a copy of my alcohol renewal application after I electronically submit it?

- A. No; you will receive a confirmation email. *However, for your alcohol renewal to be processed, full payment must be received, in order to satisfy the compliance requirements set forth in the City of Atlanta Code of Ordinances.*

Q. I need to file an Amendment to a previous return, can I file it electronically?

- A. No, amended alcohol renewal returns must be forwarded to:

Atlanta Police Department
License & Permits
Annex Public Safety Building
3493 Donald Lee Hollowell Parkway
Atlanta, Georgia 30331

Q. I am filing my returns late, will I be assessed penalties and interest?

- A. Yes, you will be assessed penalties and interest if payment is received after due date.